

**CITY OF ATLANTA  
INVITATION TO PROPOSE  
ADVERTISEMENT**

Sealed proposals for **FC-6005007943 PASSENGER TERMINAL SURVEY** will be received by designated staff of the Department of Procurement (“DOP”), at 55 Trinity Avenue, City Hall South, Suite 1790, Atlanta, Georgia 30303, on **Wednesday, July 20, 2005**.

**ABSOLUTELY NO PROPOSAL WILL BE ACCEPTED AFTER 1:59 P.M.**

**THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443 OF THE ATLANTA CITY CODE OF ORDINANCES, AND NO PROPOSAL SHALL BE ACCEPTED UNLESS THE PROPOSAL IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.**

The names of Proponents submitting proposals will be publicly read at 2:00 P.M., on the respective due date in Suite 1900, at the above address.

**Scope of Services:** The City of Atlanta is soliciting proposals from a full service professional firm to assist the City’s Department of Aviation in detailing passengers’ opinions, viewpoints, and attitudes on the Hartsfield-Jackson Atlanta International Airport (H-JAIA) airport terminal facility.

Proposals must be submitted on the forms provided in the proposal document and shall be sealed in envelopes, clearly marked and labeled with the formal contract number (FC#), the title of the project, full name and complete address of proposal and date and time proposals are due. All proposals must be hand delivered, mailed via United States Postal Service, or delivered by courier service. No facsimile(s) will be accepted.

All forms required by the **NOTICE OF REQUIRED SUBMITTALS** must be included in the proposal. The proposal shall contain the full name of each person, firm or corporation and the complete address. If applicable, the proposal shall contain a proposal bond acceptable to the City, or a certified check or cashier's check in an amount not less than five percent (5%) of the amount of proposal.

Pre-proposal conference will be held on **Tuesday, June 29, 2005, at 10:00 A.M.**, at the City of Atlanta, Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337. There will be representatives from the DOP, Office of Contract Compliance and the DOA available at the conference to discuss the project and to answer any questions. Proponents are urged to attend the conference.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available **Monday, June 20, 2005**, Monday through Friday 8:15 A.M. - 5:00 P.M., in the DOP’s Plan Room, Suite 1900, City Hall, at a cost of \$25.00.

If you have any questions regarding this project, please direct them to Ms. Carolyn R. Chavis, Contract Administrator (404) 330-6204, or by email at [cchavis@atlantaga.gov](mailto:cchavis@atlantaga.gov) or Kimberly Boykin, Administrative Assistant, at [kboykin@atlantaga.gov](mailto:kboykin@atlantaga.gov).

Please be advised that all proposals are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any documents prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a proposal and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure pursuant to O.C.G.A. §50-18-72 and will be redacted from your proposal prior to disclosure in response to a request.

The City reserves the absolute right to reject any and all proposals and waive any technicalities at any time.

**The proposal documents cannot be downloaded. The proposal document must be purchased in the DOP’s Plan Room.**

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